

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

January 28, 2004

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EMAIL TRANSMISSION - 01-29-04
Information Bulletin No. MT-2004-035

To: All Montana/Dakotas Employees
From: Deputy State Director, Division of Support Services
Subject: Important Information About W-2 Statements

Hard copy W-2 forms will be mailed no later than January 31, 2004.

The Department of the Interior's National Business Center has contracted with the TALX Corporation to provide an additional electronic service for employees. Beginning the week of February 9, 2004, you will be able to electronically request a replacement W-2 if the original was lost, stolen or never received. Replacement W-2s will be available through Employee Express at www.employeeexpress.gov.

Once logged on to Employee Express, you can click on "The Work Number Proof of Employment and Income" button. This provides a link to The Work Number web site where you can request a duplicate W-2 to be sent to a fax number, mailed to your home address or an alternate address, or downloaded to the PC for printing on a local printer.

In addition, you can import W-2 data directly into TurboTax, H&R Block, ezTaxReturn, or CCH Complete Tax by entering the Bureau of Land Management's code 10737, your Social Security Number, and a PIN consisting of the last four digits of your social security number and the full year of your birth.

Inactive employees may request reissue W-2s directly through the Work Number at www.theworknumber.com or 1-800-367-2884.

Once you have requested your reissue W-2, you will be given a confirmation number. You can check the status of your request by revisiting the web site and entering your confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to eexhelp@opm.gov. If you have problems with The Work Number reissue service, you should contact The Work Number Client Service Center at 1-800-996-7566. For questions concerning the data on your W-2, contact Connie Raynock or Verlaine Van Atta, MT933, at 406-896-5229/5233.

Signed by: Sandra L. Guches

Authenticated by: Donna K. Zentz, MT-933